Tuition Assistance program checklist

Step 1: Complete the Following:

- Complete a Tuition Assistance application with the education officer or education center at your base.

- Complete all required training and select classes through your student portal with the assistance of your education officer.

- Complete an online admissions application (http://ccc.edu/services/Pages/Apply-for-College.aspx)

- Check in with your College's Veteran Services Specialist, Gabriel Villagomez in room V226 (773-602-5152)
See College Veteran Services link: (http://www.ccc.edu/colleges/kennedy/departments/Pages/Veterans-Services.aspx)

- Apply for VA Educational Benefits (www.gibill.va.gov)

- Apply for IVG/ING Grants if applicable (http://www.isac.org/students/during-college/types-of-financialaid/grants/illinois-veteran-grant-(ivg)-program.html)

- Request/acquire copies of your DD214 (www.archives.gov)

- Complete a FAFSA application (www.fafsa.ed.gov). The school code for Kennedy King is: 001654

- Request copies of your college and/or military transcripts. (https://jst.doded.mil/official.html) Note:
Unofficial transcripts will be accepted for the initial Academic Advising appointment, but you are still required to submit an official copy to the Registrar's Office

- Once you have received your confirmation email with your student ID number, activate your student account
https://my.ccc.edu
The first time you login, click "Retrieve your Username" and enter the ID
number you received along with your birthdate, and then type the characters from the image code on the page (case sensitive).
 You be given your Username and CCC E-mail address and be prompted to create
a password. It is recommended that you create challenge questions at this point and that you write down your username and password in a safe place. You will use the new Username and password to access your CCC E-mail, My.CCC.Edu, Blackboard (ccc.blackboard.com), and GradesFirst.

- As a CCC student, faculty and staff will send important correspondence to your CCC e-mail address.

Make sure you can login here: CCC student email. If you prefer to forward it to another email account that you regularly check, follow the instructions here: http://www.ccc.edu/services/Pages/Manage-Email-Preferences.aspx

- Register for New Student Orientation (walk-ins are discouraged). Available dates & times can be found at:
http://www.ccc.edu/colleges/kennedy/services/pages/student-orientation.aspx. Note: Orientation can be waived if student as a transcript documenting at least 15 passing college credit hours.

Step 2: Admissions Process

On your first trip to campus typically on your Orientation date you must:

- Visit your College's Veteran Services Center in room V226

- Once you have received a confirmation email with your student ID number, you must confirm your residency with one of the following documents:

o Current state ID or driver's license
o Utility bill (i.e. gas, electricity, phone)
o Voter registration card
o Copy of your current lease

- Attend the New Student Orientation in room: W110. As previously noted: Orientation can be waived if

The student has a transcript documenting at least 15 passing college credit hours.

- Take a placement exam for math, reading, and writing in room W251

o Study guides are available at www.ccc.edu/services/Pages/COMPASS-Preparation.aspx.
o (Placement test can be waived if you are:

§ · A transfer student who has earned a grade of "C" or better in college-level English and/or math or if you have previously earned an Associate Degree or higher from an accredited college or university. You must submit an official transcript verifying successful completion and may still be required to submit a written essay

§ · A high school graduate with qualifying ACT test scores. Scores must be less than 2 years old. You may obtain a copy of your ACT test scores by contacting your high school advisor or ACT at (319) 337-1000

- Schedule an appointment with a Veteran Advisor to register for classes. The Veteran Advisor at Kennedy King is: Kay Trotter.

Step 3: Advising

- Meet with your Veteran Advisor to register for classes and map out an Education Plan

Step 4: Financial Aid Office (W230)

- Contact College's Veteran Certifying Official: Rogelio Villa (773-602-5126)

- Check VA Educational Benefits/Financial Aid Status

- Submit Eligibility Documents AND a copy of Education Plan

- Turn in Voucher to business office

- Obtain student ID card in room W110

- Purchase books (http://citycolleges.textbookx.com/institutional/index.php#)

- Attend your first class

Additional Resources & Services (additional services such as childcare and fitness centers may be available and vary by campus):
Academic Support Services for Tutoring (Y-265)
Career Planning and Placement Center (V-124)
Disability Access Center (W-149)
Library (Bldg. X)
Transfer Center (W-118)
Veteran Services Center (V-229)
Wellness Center (W-123)
Writing Lab (W-252)
Media Communications Lab (U-155)
Visual Communications (U-155)
Automotive Technology (V-149/V-123)
Heating Ventilation & Air Conditioning (V-149)
Foreign Languages Lab (X-203, second floor of the library)
Child Development (Y-131)
CIS Lab (Y-216)
Dental Hygiene (Y-161)
Business Lab (Y-116)
Math Lab (Y-222)
Reading Lab (Y-102)
Science Lab (Y-116)

Contact your Voluntary Education Center to receive educational counseling either in person or by phone. With your academic advisor, determine which courses will be requested for TA funding.

To apply for Tuition Assistance electronically from any computer, complete a TA Application in WebTA listing course(s). Check with your institution to make sure the tuition amounts you listed are correct.

Start your application 60 days in advance of the term start date. You can submit your TA even before finishing your enrollment in the course at your school.

Every TA application MUST be Command Approved prior to being forwarded to the Voluntary Education Center for final approval.